



**INDEPENDENT ELECTORAL AND BOUNDARIES COMMISSION**



# **VOTER REGISTRATION FACILITATORS' GUIDE**

**Edition 1**

© IEBC 2016

## Our Vision

A credible electoral management body committed to strengthening  
democracy in Kenya

## Our Mission

To conduct free and fair elections and to institutionalize a sustainable  
electoral process

## Our Core Values

Integrity

Team work

Independence

Innovativeness

Respect for the rule of law

## Message from the CEO/Commission Secretary



**T**raining is fundamental for successful voter registration process. A good trainer not only needs to be well equipped with knowledge but also with skills and methodology to transfer that knowledge. It is for this reason that this manual has been prepared as a companion to the Source Book on Voter Registration. The manual is meant to guide the facilitators/trainers on the pedagogical approach to every topic in the voter registration process. It also takes into consideration the International recognized approaches like; Building Resources in Democracy, Governance and Elections (BRIDGE) and ACE-Electoral Knowledge network.

The manual adopts a cascaded training approach starting with Trainer of Trainers (TOTs). It is important that every trainee acquires both knowledge on the voter registration procedures and basic information on training methodologies. This will build their capacity to run training sessions. Through such an arrangement the Commission is

not only empowering staff and facilitators to undertake training but also ensuring that the training function is well coordinated and uniform.

The training manual includes a chapter on training skills, qualities of a good trainer and how to organize training session. It also discusses each of the key areas in the voter registration process, ranging from the legal framework for voter registration, planning, registration procedures, inspection of the register to the eventual compilation and certification of the Principal Register of Voters.

We trust that all trainers and facilitators of voter registration process will find this manual useful in guiding their training sessions for the maximum benefit of their trainees. Successful transfer of knowledge will result to a smooth voter registration process which in essence enhances the credibility of the register, which is a basis of free and fair elections.

I wish all trainers and trainees best of luck in the training process.

**Ezra Chiloba**

**CEO/Commission Secretary,**

**Independent Electoral and Boundaries Commission**

## Contents

Foreword	i
Acknowledgements	ii

### CHAPTER ONE: INFORMATION FOR TRAINERS

1.1 Introduction .....	1
1.2 Principles of adult learning .....	1
1.3 Levels of training .....	1
1.4 Qualities of a good trainer .....	2
1.5 Tips for trainers .....	3
1.6 Code of conduct for trainers .....	5
1.7 Preparing for the training session .....	5
1.8 A typical training day .....	6

### CHAPTER TWO: OVERVIEW OF VOTER REGISTRATION

2.1 Key Understanding 1: Voter registration is the foundation of a free and fair election .....	8
2.2 Key Understanding 2: Voter Registration is based on clear guiding principles .....	10
2.3 Key understanding 3: Voter registration has been carried out and developed over time..	11

### CHAPTER THREE: LEGAL FRAMEWORK

3.1 Key Understanding 1: Voter Registration process is based on the law .....	12
3.2 Key Understanding 2: Violation of laws relating to voter registration is an offence and attracts penalties.....	14
3.3 Key Understanding 3: Voter registration is carried out through an established Commission structure .....	15

## CHAPTER FOUR: PLANNING FOR VOTERS REGISTRATION

4.1 Key Understanding 1: Proper planning and timely availability of resources is necessary for effective and efficient voter registration .....	16
4.2 Key Messages.....	21

## CHAPTER FIVE: VOTER REGISTRATION PROCESS

5.1 Key Understanding: The enrolment of a voter is done at a registration station by capturing his/her alphanumeric and biometric data using a BVR kit .....	22
--	----

## CHAPTER SIX: INSPECTION OF THE VOTERS REGISTER

6.1 Key Understanding: 1. Inspection of the voters' register enhances credibility and legitimacy of the voters register .....	25
---	----

## CHAPTER SEVEN: PRODUCTION OF THE PRINCIPAL REGISTER

7.1 Key Understanding: 1. Principal Register of voters enables verification of the eligibility of a voter to vote in an election .....	29
--	----

## CHAPTER EIGHT: STAKEHOLDERS ENGAGEMENT

8.1 Key Understanding: There are many stakeholders in the electoral process with different roles and responsibilities .....	32
8.2 Key Messages .....	35

APPENDICES .....	36
1. Code of Conduct.....	36
2. Statutory Forms .....	40
3. Administrative Forms .....	52
4. Technical Team Members .....	63

## CHAPTER ONE: INFORMATION FOR TRAINERS

### 1.1 INTRODUCTION

This Facilitators' Guide is prepared to aid trainers in preparing for and conducting training on voter registration. It is to be used by the Commission's electoral officials to train voter registration staff. In using this manual, all trainers are required to adopt adult training methodologies. Every adult has knowledge and experience to share in the training process. They learn much more from participating and contributing to the training process. Training should consequently be conducted bearing in mind this and the quote that states that; "I hear and I forget. I see and I remember. I do and I understand."

Trainers using this guide are expected to be familiar with the content, framework and procedures for voter registration. They should read and be familiar with the laws and regulations governing voter registration in Kenya. In addition, every trainer should have and be familiar with the contents of the Voter Registration Manual prepared as a companion to this Trainers Manual.

This chapter contains information for the trainer on how to plan for and organize a training activity, key qualities required to be a good trainer and a reminder on the requirements for adult training.

### 1.2 PRINCIPLES OF ADULT LEARNING

The main principles that guide learning are:

- i. **Adults are autonomous and self-directed** - Trainers should allow the participants to assume responsibility for presentations and group leadership when working in groups.
- ii. **Adults are goal-oriented** - They, therefore, appreciate a training that is organized and has clearly defined elements. The training objectives must be given to the participants early in the course. This will enable them to be aware of what they aim to achieve during the training
- iii. **Adults are practical** - Instructors must tell participants explicitly how the lesson will be useful to them in practice when delivering on their responsibilities.
- iv. **Adults should be treated as equals** - In experience and allowed to voice their opinions freely during training.

### 1.3 LEVELS OF TRAINING

The training on voter registration will be conducted at the several levels. It is envisaged that there will be:

- Training of Trainers
- Voter Registration Centre Staff

The training of trainers will be conducted centrally while that of voter registration staff

will take place at several venues. Further the staff may be further categorized into registration officers and voter registration assistants. The programme for and levels of details for each of these categories will differ. However the training skills and approach should largely be standard and similar.

The primary aim of the Training of Trainers (TOT) Training is to enable the trainees to be able to:

- Organize training sessions for other trainers and voter registration centre staff;
- Lead training sessions which fully prepare participants to conduct voter registration; and
- Serve as resource to registration centre staff as they conduct voter registration.

At the end of the training for voter registration staff (Registration officers, Voter Registration Assistants and Clerks), the participants should be able to:

- Organize the voter registration centre for efficient and effective use;
- Conduct voter registration of Kenyan citizens; and
- Provide guidance to applicants on the registration process.

## 1.4 QUALITIES OF A GOOD TRAINER

Everybody can be a good facilitator. This is not to say that facilitation/training is a simple task nor that it is a skill which is acquired automatically. On the contrary, it requires training and continuous practice to be able to improve one's training and facilitation skills.

To be a good facilitator one should possess several qualities. The main ones include:

### a) Professionalism

As a trainer you should carry out your training with a high degree of respect, maturity and confidence. Your task as a trainer is not to display how much of an expert you are but an opportunity to use your skills and expertise to develop the capacity of others

### b) Effective Communication Skills

As a trainer you should be able to transmit the knowledge you have to your audience effectively. What differentiates good trainers is their ability to communicate simply and clearly to their audience in a manner that captivates and inspires. Some trainers lose the respect and interest of their audience despite their superior knowledge of the subject because they lack the confidence and the communication skills to connect with them. In addition as part of effective communication, a

good trainer should keep the training program interesting and focused on the overall subject without veering to irrelevancies.

### c) Democratic

Election is a hallmark of every democratic society. A key attribute of training election officials must be the ability to ensure that the training process adheres to the key tenets of democracy. Every trainee should feel valued and be given an opportunity to participate effectively in the training process. A good trainer should create a conducive training environment. They should adopt an accommodative tone and approach. Participants should feel comfortable to raise questions, participate in discussions and share ideas. They should also create rapport with the trainees. A good trainer should possess interpersonal skills and ability to interact with participants in a friendly and respectful manner. This rapport should also enable them to handle any emerging conflicts during training without losing their cool.

### d) Results Oriented

This emphasizes the element of tenacity in achieving the training goals. A good trainer conscientiously moves a group of learners along to a pre-set destination. There may be stops and shifts, but the eye is always fixed on the results of the training programme.

### e) Good Organizational skills

This is the ability to conduct the training in a logical manner and balance the various responsibilities during the training process. Good organizational skills will be evident in how you organize your training, how you present your thoughts and how you manage the entire training process. It is also evident in your ability to manage time effectively so that you can cover all that you planned to in the allocated time.

## 1.5 TIPS FOR TRAINERS

Much of the trainings will depend on your facilitation, as well as the level of constructive trainees' participation. Here are some useful tips on how to conduct a training session.

### a) Use group work

During your training sessions rely heavily on group work for learning. When there is one person talking in a class, everyone else should be listening. Working in groups implies more people are talking/participating and less are listening. The following are tips of dealing with working groups:

- Divide participants into groups in an objective manner
- Ensure everybody understands the instructions and the objective of the activity.
- Ask each group to choose a chair and



a rapporteur. Advise the participants to choose new leaders for each activity.

- Give groups a clear indication of the time they have for an activity. Before the time is up, alert groups how much time is still left.
- Manage breaks during group work by notifying participants when to go for breaks and when to reconvene after breaks.
- Ensure that there is participation, and that no one person dominates discussions.
- Move around the groups as they work to ensure they are on target and to help clarify any issues.

### **b) Be prepared**

Master the content of the Trainer's Manual. Your familiarity with the course materials will allow you to adjust the program when necessary. Preparation is key to conducting successful training.

### **c) Be flexible and Realistic**

Remember that all the preparation in the world will not account for all situations. Every training event is a new event with its own challenges and unique circumstances. Do not be rigid about following a certain path when it is evident that it is not working. You should also be flexible by adapting the training session to meet the needs of the participants. As long as you focus on the key deliverables of a training, the manner you deliver can be adapted to suit your realities.

### **d) Acknowledge your own weaknesses**

Though you might have extensive experience in different areas of elections, you do not possess all the knowledge. Acknowledging when you do not know the answer is not a weakness, but a mark of confident and honest trainer. It is important to ensure that participants do receive clarification later on issues you cannot address at that moment.

### **e) Be open to learn**

You are amongst your peers. Training others is also an opportunity for you to learn from the participants. Never assume that you are the one with all the information and that your participants have nothing new to offer you.

### **f) Evaluate the training**

You must, as part of your work, constantly assess and adjust the training program as needed, as well as group activities, to ensure equal participation. As part of every chapter, there is an inbuilt evaluation component. In addition, at the end of a training you should give the participants an opportunity to provide feedback on the training. This will help you obtain information on how well the activity went and what improvement you may need to make in future trainings.

## 1.6 CODE OF CONDUCT FOR TRAINERS

Here are some of the things to remember while working with people:

- Be friendly, polite, courteous and patient. Do not get involved in arguments with people or lose your temper. Do not insist on your own point of view. However ensure that everyone follows the procedures you design for the training.
- Be punctual.
- Be competent. It is important that you perform your tasks well. In order to achieve the objectives, you must ensure that you attend all training of trainer sessions and read all materials to make sure that you are familiar with registration procedures. Ask questions about anything you do not fully understand.
- Have respect for age, tradition, ethnicity, and be sensitive about gender issues. Respect the knowledge and experiences of the participants and try to draw on the collective wisdom of the group.
- Actively involve everyone in the training session. Do not allow any one person to dominate the discussion.
- Carry out your tasks impartially and in a non-partisan manner.
- Be helpful to everyone that requires assistance from you.
- You should use your initiative to solve problems that may arise in the course of conducting your training.

- Be accountable and responsible. Keep a record of all participants and evaluations. If you are using any equipment that does not belong to you, take care of it and make sure it is returned to its rightful owner.

## 1.7 PREPARING FOR THE TRAINING SESSION

It is important to make some plans and arrangements before holding your training session. The sooner you plan and organize your training session, the easier it will be to manage. If arrangements are left to the last minute, chances are greater that things will go wrong.

### *Step 1 - Planning the Training Session*

The first step is to plan the session. The checklist below will assist you in thinking through the logistics and details that you may need to arrange.

#### **Participants**

- What do participants know about voter registration and/or elections?
- How will participants be informed about the training sessions?
- How many participants will be in each session?

## Location/Equipment

- Where will the training session be held?
- What facilities are available? For example, are there tables and chairs so that participants can be seated?
- Will the necessary training materials be available for use in the training session?
- If not, what alternative will be used?

## Step 2 - Prepare Yourself

- Begin your preparation by reading through this Manual, The Source Book(Voter's Manual) and any supplementary materials.
- Think about the people you will be training and their experience.
- If the session will be your first time using these materials, practice delivering each portion of the course.
- Secure the training materials required. The key materials include
  - Trainer's Manual
  - Handouts (Voter Registration Manuals etc.)
  - Flipchart papers,
  - Stationery ,
- Any materials you have prepared for certain exercises (Example: For a VR role play: Mock VR cards, role play cards, mock badges);
- Complete Registration Training Kit

## Step 3 - Organize the Timing and Agenda/ Programme for the Training Session

- Work out your time and prepare an agenda/program for the training session
- Think through and settle the methodology you will use for the training.

### 1.8 A TYPICAL TRAINING DAY

A typical training day begins around 08:30/09:00am in the morning and ends around 5:00/5:30pm in the afternoon.

Topics are normally organized into 1½ to 2 hours before a break.

#### i) Arrival

As a trainer think about the travel and logistics for yourself and the participants. Ensure that these are organized to allow participants to arrive well in time before the scheduled time for the training to be conducted. Whenever resources allow, participants will sleep at the venue to ensure the meeting can start early. When the training is a day activity, take arrival time into consideration in determining when the meeting starts and ends

#### ii) Registration

Arrange for the participants to register on arrival. The registration of participants enable you to have a record of those who attended the training so that you can always cross-check those who have been trained.

Secondly you need the participants list for accountability purposes. Determine whether you will give participants name tags. If so, issue this after registration

### iii) Sitting arrangement

Design a sitting arrangement which enables for active participation during the training. The sitting arrangement should be determined by the number of participants. The arrangement you choose should ensure interaction and participatory learning. It should also enable as many participants as possible to see each other, enable you as a trainer to apply the methodologies you have designed and enable for free movement.

### iv) Opening

Always begin every training session with a word of prayer. It is always advisable to get a volunteer from the participants to lead in prayers. In doing so be sensitive to and balance the different faiths represented in the training. Have welcome remarks to set the context of the training and enable participants understand why the activity is being undertaken

### v) Ground Rules

Always develop rules to govern the conduct of the training. This should be generated from the participants. The process should be participatory. As a trainer ensure that the rules are clear and focused. Ensure that these rules, once developed, are applied to guide the training

### vi) Delivery of the training

The agenda should be your guide. Your methods for delivery should be participatory. The chapters below suggest methodologies that will enhance the involvement of participants in the training process

### vii) Evaluation

End the training by having the participants assess the conduct and utility of the training. At the end of every session, there are suggested criteria for assessing the knowledge of the topic after the training.

## CHAPTER TWO: OVERVIEW OF VOTER REGISTRATION

### 2.1 Key Understanding 1: Voter registration is the foundation of a free and fair election

#### Learning Outcomes

- The ability to understand the meaning of voter registration
- The ability to identify the Commission's mandate in voter registration
- The ability to understand the significance of voter registration
- The ability to identify the timing of voter registration

#### Assessment Criteria

- Explain the meaning of voter registration
- State the mandate of the Commission in voter registration
- Explain the importance of voter registration process
- State and explain the timing of voter registration

Topic	Description	Resources
Overview of Voter Registration: Introduction (5 min)	<p><b>Learning outcome 1:</b></p> <p>The ability to understand the meaning of voter registration</p> <p><b>Step 1:</b> Ask the participants to define the term 'voter registration'</p> <p><b>Step 2:</b> Show the power point presentation and use it to explain the meaning of 'voter registration'</p>	<p>PPT 1</p> <p>Voter Registration manual Chapter 1</p> <p>Flip Chart</p> <p>Marker Pen</p>

	<p><b>Learning Outcome 2:</b> The ability to identify the Commission's mandate in voter registration</p> <p>Step 1: Explain to the participants the mandate of the Commission to conduct voter registration</p>	
	<p><b>Learning Outcome 3:</b> The ability to understand the significance of voter registration</p> <p>Step 1: Ask the participants to state the importance of voter registration and note on a flip chart.</p> <p>Step 2: Show power point presentation "Significance of voter registration"</p> <p>Step 3: Revert back to the flipcharts and allow the participants to add the points not noted.</p>	
	<p><b>Learning Outcome 4:</b> The ability to identify the timing of voter registration</p> <p>Step 1: Inform participants when voter registration is carried out.</p>	
	<p><b>Make your point:</b></p> <ul style="list-style-type: none"> <li>• Voter registration is an important component of the electoral process</li> <li>• Voter registration enables one to vie or participate in an election</li> <li>• IEBC carries out voter registration</li> <li>• Voter registration is carried out continuously</li> </ul>	

## 2.2 Key Understanding 2: Voter Registration is based on clear guiding principles

### Learning Outcome

- The ability to outline the guiding principles for voter registration

### Assessment Criteria

- State the guiding principles for voter registration
- Give examples of the ways in which each guiding principle can be applied.

Topic	Description	Resources
Guiding Principle of Voter Registration (5 min)	<p><b>Learning Outcome 1:</b> The ability to outline the guiding principles for voter registration</p> <p><b>Step 1:</b> Explain the concept of guiding principles generally as a value or a standard by which a process is guided.</p> <p><b>Step 2:</b> Give an example of a guiding principle of the voter registration process and ask participants to state others. Write the responses on a flip chart.</p> <p><b>Step 3:</b> Show the power point presentation and explain how each of the guiding principles can be applied.</p>	<p>PPT 1</p> <p>Voter Registration manual Chapter 1</p> <p>Flip Chart</p> <p>Marker Pen</p>
	<p><b>Make your point:</b></p> <p>The guiding principles of voter registration are: Inclusivity, Accessibility, Public participation, Accuracy, Credibility and Sustainability.</p>	

## 2.3 Key understanding 3: Voter registration has been carried out and developed over time

### Learning Outcome

- The ability to understand the history of voter registration in Kenya

### Assessment Criteria

- Explain the evolution of voter registration in Kenya

Topic	Description	Resources
Evolution of the voter registration in Kenya (5 min)	<b>Learning Outcome :</b> The ability to understand the history of voter registration in Kenya  <b>Step 1:</b> Outline the key historical milestones in voter registration process to date.	PPT 1  Voter Registration manual Chapter 1
	<b>Make your point:</b> Voter registration process has undergone major improvements over time culminating in the introduction of BVR	



## CHAPTER THREE: LEGAL FRAMEWORK

### 3.1 Key Understanding 1: Voter Registration process is based on the law

#### ***Learning Outcomes***

- The ability to understand the legal framework that governs voter registration process
- The ability to link the legal provisions to the practice adopted in the voter registration process

#### ***Assessment Criteria***

- Identify the laws that govern the voter registration process in Kenya
- Explain how the law relates to the voter registration process



Topic	Description	Resources
Legal framework governing Voter registration (30 min)	<p>Learning Outcome 1: The ability to understand the legal framework that governs voter registration process</p> <p><b>Step 1:</b> Ask the participant to name the laws that govern voter registration in Kenya and note them on a flip chart.</p> <p><b>Step 2:</b> Show presentation “Legal Framework”</p> <p><b>Step 3:</b> Revert back to the flip chart to add those laws that had not been enumerated and remove those not applicable.</p>	<p>PPT 1</p> <p>Voter Registration manual</p> <p>Chapter 2</p> <p>Flip Chart</p> <p>Marker Pen</p> <p>The Constitution</p> <p>The Elections Act</p> <p>The IEBC Act</p> <p>The Elections (Registration of voters) Regulations, 2012</p>
	<p>Learning Outcome 2: The ability to link the legal provisions to the practice adopted in the voter registration process</p> <p><b>Step 1:</b> Explain how each of the stated laws relates to the voter registration process.</p> <p><b>Step 2:</b> Ask the participants to summarize the key points under each law made during the presentation.</p>	<p>PPT 2</p>
	<p>Make your point:</p> <ol style="list-style-type: none"> <li>1. The right of the citizen to participate in the voter registration process is contained in the Constitution.</li> <li>2. The voter registration process is provided for under the Elections Act and the Elections (Registration of Voters) Regulations.</li> </ol>	

### 3.2 Key Understanding 2: Violation of laws relating to voter registration is an offence and attracts penalties

#### Learning Outcome

- Identify and explain the offences relating to voter registration and penalties thereof.

#### Assessment Criteria

- The ability to understand the offences relating to voter registration and penalties thereof

Topic	Description	Resources
Offences committed during Voter registration (20 min)	<p><b>Learning Outcome:</b></p> <p>The ability to understand the offences relating to voter registration and penalties thereof</p> <p><b>Step 1:</b> Ask the participants to explain what they understand by 'an election offence' and list in a flip chart the examples of offences</p> <p><b>Step 2:</b> Show presentation "Legal Framework" and explain the offences relating to voter registration and penalties for each.</p>	<p>PPT 1</p> <p>Voter Registration manual Chapter 2</p> <p>Flip Chart</p> <p>Marker Pen</p> <p>The Elections Act</p>
	<p><b>Make your point:</b></p> <p>All persons must adhere to the laws relating to voter registration. Failure to do so has legal consequences.</p>	

### 3.3 Key Understanding 3: Voter registration is carried out through an established Commission structure

#### Learning Outcome

- Describe the structure of the Commission in relation to the voter registration process

#### Assessment Criteria:

- The ability to understand the roles of various units of the Commission in relation to voter registration

Topic	Description	Resources
Structure of the Commission (5 min)	<p><b>Learning Outcome:</b></p> <p>The ability to understand the roles of various units of the Commission in relation to voter registration</p> <p><b>Step 1:</b> Ask the participants to name the election officials they know (by position)</p> <p><b>Step 2:</b> Show presentation “Administrative Framework” and build on their responses to explain the Commission structure and roles in voter registration.</p>	<p>PPT 1</p> <p>Voter Registration manual Chapter 2</p> <p>Flip Chart</p> <p>Marker Pen</p>
	<p><b>Make your point:</b></p> <p>The voter registration process is undertaken within the established Commission structure to which all the registration officials are incorporated.</p>	

## CHAPTER FOUR: PLANNING FOR VOTER REGISTRATION

### 4.1 Key Understanding 1: Proper planning and timely availability of resources is necessary for effective and efficient voter registration

#### **Learning Outcomes**

1. The ability to explain voter registration planning activities
2. The ability to identify voter registration materials requirements
3. The ability to list and identify the components of the BVR kit
4. The ability to configure the BVR kits

#### **Assessment Criteria**

1. List and discuss the key elements in planning for voter registration
2. Identify the components of a BVR Kit

Time Allocation Activity	Description	Resources / Personnel
Introduction: Planning for voter registration	<p><b>Step 1:</b> Ask the participants to define the term 'planning'</p> <p><b>Step 2:</b> Ask participants to list the different activities in the planning process for voter registration. Note them down on a flipchart. Show presentation "activities in voter registration planning". The presentation includes definition and explanations of different activities in voter registration planning.</p> <p><b>Step 3:</b> Revert back to the flipcharts and allow the group to revisit the activities. Ask the group to add activities if they did not name them before.</p> <p><b>Step 4:</b> Ask the participants about the reason why some of the activities were not mentioned at step 1 and discuss the importance of the activities which were newly added.</p>	<p>PPT 7</p> <p>Voter Registration manual Chapter 3, flip charts, marker pens</p>

	<p><b>Make your point:</b></p> <p>A clear plan is a key element in the design of a voter registration process.</p>	
Mapping	<p><b>Learning Outcome:</b></p> <p>Ability to determine appropriateness, accessibility and suitability of registration centers.</p> <p><b>Step 1:</b> Ask the participants to list the type of data that is required in mapping. Note them down on a flipchart.</p> <p><b>Step 2:</b> Show presentation on information gathered during mapping.</p> <p><b>Step 3:</b> Discuss the importance of the mapping data gathered with the participants.</p> <p><b>Make your point:</b></p> <p>The data collected enables the Commission to coordinate voter registration logistics.</p>	<p>PPT7-Mapping</p> <p>Flip chart, marker pens</p>
Material and Logistics	<p><b>Learning outcome:</b></p> <p>To expose participants to logistical arrangements and implementation steps of a voter registration exercise.</p> <p><b>Step 1:</b> Ask the participants to identify materials and equipment in the display that are used for voter registration.</p> <p><b>Step 2:</b> Display the PPT on the list of materials</p> <p><b>Step 3:</b> Divide the participants into 4 groups and assign each group to list the use of at least 8 materials as assigned.</p> <p><b>Step 4:</b> Each group to make a presentation of their task.</p> <p><b>Step 5:</b> Consolidate the use of each material.</p> <p><b>Make your point:</b> Adequate materials and efficient logistics coordination are essential for conducting voter registration.</p>	<p>Flip chart, Display room, Voter registration materials, marker pens, masking tape, PPT</p>



BVR Kit	<p><b>Learning Outcome:</b></p> <p>Ability to identify various components of a BVR kit.</p> <p><b>Step 1:</b> Ask the participants to identify and list the displayed components of a BVR kit on a flip chart.</p> <p><b>Step 2:</b> Participants to state the use of each component in voter registration.</p> <p><b>Step 3.</b> The presenter to display the PPT on components of the BVR kit and the function of each.</p> <p><b>Make the point:</b></p> <p>Familiarization with the components of the BVR Kit is Key to successful operation of the Kit in voter registration.</p> <p>Components of the kits MUST not be inter-changed with other kits</p>	BVR Kit, Flip chart, marker pens.
BVR Kit Configuration and password generation ( Relevant for RO training)	<p><b>Learning Outcome:</b></p> <p>Ability to configure the BVR Kit prior to voter registration.</p> <p><b>Step 1:</b> Discuss the steps of installation of: the registration laptops with the most recent operating systems updates, the most recent mapping (polling registration) updates , testing the fingerprints scanner, connecting/testing of the flash disks, testing of the webcam camera and where necessary the locking of the BVR kit to specific registration centre(s)</p> <p>Generating the initial and subsequent passwords using a special software and update of passwords that expire after sometime.</p> <p><b>Step 2:</b> Divide the participants into groups of 5</p>	

	<p><b>Step 3:</b> Ask each group to practice installation.</p> <p><b>Make a Point:</b></p> <p>High tech registration solutions need the right conditions for them to be successful.</p>	PPT, BVR Kit, Soft ware patches, Mapping data
Procurement of goods and services	<p><b>Learning Outcome:</b></p> <p>Ability to follow procedures in the Procurement of goods and services to effectively undertake voter registration</p> <p><b>Step 1:</b> Ask the participants to list the goods and services that are required to aid voter registration.</p> <p><b>Step 2:</b> Display the power point on procurement of goods and services.</p> <p><b>Make a point:</b></p> <p>Timely procurement of goods and services is par-amount to the success of voter registration</p>	Flip charts,PPT
Storage and Distribution of Registration Material	<p><b>Leaning Outcome:</b></p> <p>Ability to familiarize with voter registration materials distribution procedures and proper storage facilities.</p> <p><b>Step 1:</b> Ask the participants to list the factors to consider when selecting storage facilities for registration materials and equipments.</p> <p><b>Step 2:</b> Display and discuss the PPT on storage of materials.</p> <p><b>Step 3:</b> Divide the participants into two groups to discuss and present Procedures and steps to follow during BVR kit distribution, issuance and retrieval procedure from:</p> <ul style="list-style-type: none"> <li>• Constituency to Ward</li> <li>• Ward to Registration center</li> </ul> <p><b>Step 4:</b> Display the PPT to the participants and relate it to what the groups have presented.</p>	



	<p><b>Step 5:</b> Ask participants to describe the procedure to follow in case of damage or loss of equipment.</p> <p><b>Step 6:</b> Display PPT.</p> <p><b>Make a point:</b> Spacious, secure storage facility with supply of power for the registration equipment and materials is paramount. Timely, effective and efficient distribution is a key component of the voter registration process. In case of replacement due to damage or loss, this should be indicated in a form.</p>	Flip charts, PPT,
Security and Safety of BVR Kit	<p><b>Learning Outcome:</b> Ability to secure BVR kits and voter registration materials</p> <p><b>Step 1:</b> Ask the participants to enumerate various security measures to put in place to secure BVR Kits and registration materials.</p> <p><b>Step 2:</b> Display PPT</p> <p><b>Step 3:</b> Discuss the security measures.</p> <p><b>Make a point:</b> Security of materials and equipment is a prerequisite to voter registration.</p>	BVR Kits, PPT, flip charts,
Recruitment, Training, Deployment	<p><b>Learning Outcome:</b> Ability to identify the key elements in a voter registration staff in recruitment and training.</p> <p><b>Make a point:</b> The staff who work in voter registration process require particular skill set.</p> <p><b>Step 1:</b> Ask participants to work in groups to:</p> <ul style="list-style-type: none"> <li>• Develop list of staff needed to conduct voter registration process.</li> <li>• List the skills needed for the job</li> </ul> <p><b>Step 2:</b> Display PPT and allow discussion and clarify all points on the personnel and skills required for voter registration.</p>	Advert on VRAs, Flip charts,

	Make a point: Competent, well trained and de- ployed personnel facilitate the process of voter registration.	
--	--	--

## 4.2 Key Messages

1. Proper planning coupled with timely availability of resources is necessary in order to ensure effective and efficient voter registration.
2. Mapping of registration centers involves visiting existing and potential registration centers to determine their appropriateness, accessibility and suitability.
3. Adequate materials and efficient coordination of logistics will ensure successful conduct of voter registration.
4. The registration officials should be familiar with the components, set up and operation of the BVR kit
5. The BVR kit should be configured prior to any voter registration exercise.
6. Each BVR kit has a unique password that allows only authorized registration officials to log into the system to register voters
7. The Commission procures goods and services required for the conduct of voter registration.
8. Secure storage facilities for the registration equipment and materials with access to reliable power supply for charging the batteries.
9. Proper safety and security measures for the BVR kits and voter registration materials must be put in place.
10. Qualified personnel should be recruited, trained and deployed to undertake voter registration

## CHAPTER FIVE: VOTER REGISTRATION PROCESS

**5.1 Key Understanding:** The enrolment of a voter is done at a registration station by capturing his/her alphanumeric and biometric data using a BVR kit.

### **Learning Outcomes**

1. The ability to lay out a registration station for easy flow of applicants
2. The ability to set up the BVR kit
3. The ability to use the BVR kit to enroll voters
4. The ability to close the registration station and undertake data export
5. To practice the major operational steps towards successful voter registration

### **Assessment Criteria**

1. Describe and demonstrate practically the layout of a registration station
2. List the steps followed in setting up a BVR kit
3. Assemble the BVR kit and log in to the registration application
4. Describe the procedure of enrolling a voter using a BVR kit
5. List the steps to follow during closure of station and data export
6. Follow the processes to register a voter using the BVR Kit

Topic	Description	Resources/Personnel
<b>Activity 1:</b>  <b>Opening procedure</b>	<p><b>Step 1:</b> Ask the participants to explain how to set up a registration station</p> <p><b>Step 2:</b> Present the PPT</p> <p><b>Step 3:</b> Role playing - ask the participants to lay out a registration station</p> <p><b>Make your point:</b> Ensure the station is demarcated for easy flow of applicants and creates a conducive environment for the registration officials. The registration station must be opened at 8:00am</p>	<p>Registration Materials Flip chart, marker pens, masking tape</p> <p>PPT Presentation</p> <p>Voter Registration Manual - Chapter 4</p>

<p><b>Activity 2: Setting up of the BVR kit</b></p>	<p><b>Step 1:</b> Ask participants to describe the components of a BVR Kit</p> <p><b>Step 2:</b> Show presentation on the setting of the BVR Kit</p> <p><b>Step 3:</b> Demonstrate the set up process</p> <p><b>Step 4:</b> Demonstrate how to log in to the BVR system using passwords provided</p> <p><b>Step 5:</b> Ask the participants to break into smaller groups to practically set up the BVR kit and start the registration application.</p> <p><b>Make your point:</b> During set up of the kit, make sure that you adhere to the laid down procedure.</p>	<p>Flip chart, marker pens, masking tape</p> <p>PPT- Set up of the BVR Kit</p> <p>BVR Kit</p> <p><i>Voter Registration Manual</i></p>
<p><b>Activity 3: Enrolment procedure</b></p>	<p><b>Step 1:</b> Ask the participants to explain their understanding of enrolment</p> <p><b>Step 2:</b> Demonstrate steps to follow during enrolment</p> <p><b>Step 3:</b> Ask the groups to break into small groups and practically demonstrate the enrolment procedure.</p> <p><b>Make your point:</b></p> <ol style="list-style-type: none"> <li>1. Make sure you have been issued with a password and a username.</li> <li>2. Ensure that the applicant fills form A/J before you start capturing their data.</li> <li>3. Complete the enrolment of one voter before you begin capturing data of another</li> </ol>	<p>Flip chart, marker pens, masking tape</p> <p>Flip chart, marker pens, masking tape</p> <p>HO: Form A/J</p> <p>PPT Presentation</p> <p>BVR Kit</p> <p><i>Voter Registration Manual</i></p>

<p><b>Activity 4</b></p> <p><b>Closing procedure</b></p>	<p><b>Step 1:</b> Ask the participants to identify key activities during closure of registration station.</p> <p><b>Step 2:</b> Present the slides for closing procedures.</p> <p><b>Step 3:</b> Demonstrate the closing procedure for voter registration exercise and how to back up registration data.</p> <p><b>Step 4:</b> Role play - ask the participants to practically demonstrate the closing procedures</p> <p><b>Make Your Point:</b> There are different types of closing procedures i.e. daily, weekly, and final day</p>	<p>Flip chart, marker pens, masking tape</p> <p>PPT Presentation</p> <p>BVR Kit</p> <p><i>Voter Registration Manual</i></p>
--	--	---

## CHAPTER SIX: INSPECTION OF THE VOTERS' REGISTER

### 6.1 Key Understanding: 1. Inspection of the voters' register enhances credibility and legitimacy of the voters register

#### Learning Outcomes

1. The ability to identify the key elements of the successful inspection of register of voters
2. The ability to conduct inspection of voters register

#### Assessment Criteria

1. List reasons for conducting inspection of voters register
2. Describe the steps in conducting inspection of voters' register

Topic	Description	Resources/Personnel
Introduction to Inspection of voters' register	<p><b>Step 1:</b> Ask the participants to state what they know about Inspection of voters' register</p> <p><b>Step 2:</b> Ask participants to list what could be involved in the inspection of voters' register (<i>Note them down on a flipchart</i>)  <i>show presentation on the PPT</i> on definition, purpose and overview of the activities in the inspection of voters' register:</p> <ol style="list-style-type: none"> <li>i. Definition and purpose</li> <li>ii. Planning</li> <li>iii. Materials and equipment</li> <li>iv. Inspection process</li> <li>v. Claims</li> <li>vi. Objections</li> </ol> <p><b>Step 3:</b> Revert back to the flipcharts and allow the group to revisit the definition, purpose and overview of the activities</p>	<p>PPT</p> <p>Voter Registration manual</p> <p>Voter registration Quick Guide,</p> <p>flip charts,</p> <p>marker pens</p>

	<p>in the inspection of voters' register:</p> <p><i>Instruction</i> : link participants responses to the flipcharts</p>	
Planning for Inspection of voters' register	<p><b>Step 1:</b> Ask the participants to state what they know about planning in inspection of voters' register</p> <p><b>Step 2:</b> Divide the participants into groups to: define, give order of events in planning, list materials and equipment used in inspection of register of voters.</p> <p>Each group to nominate a chair and a secretary. The secretary to take notes of the contributions on flipchart and present on behalf of the group.</p> <p><i>show presentation on the PPT on key planning activities in the inspection of voters' register:</i></p> <ul style="list-style-type: none"> <li>• Planning</li> <li>• Procurement, materials and logistics</li> <li>• Voter register inspection logistics</li> <li>• Publication of notices</li> <li>• Selection and training</li> <li>• Voter education</li> </ul> <p><b>Step 3:</b> Revert back to the flipcharts and allow the group to revisit the definition, and key planning activities in inspection of register of voters.</p> <p><i>Instruction</i> : link participants responses to the flipcharts</p>	<p>PPT</p> <p>Voter Registration manual, Voter registration Quick Guide, flip charts, marker pens, voter inspection materials for demonstration</p>

<p>Inspection process</p>	<p><b>Step 1:</b> Ask the participants to describe the process of inspection of the voters' register.</p> <p><b>Step 2:</b> Ask the Participants to state those who can inspect the register</p> <p><i>Display PPT</i> detailing the process in the inspection of voters' register:</p> <ul style="list-style-type: none"> <li>• Set up of the inspection venue</li> <li>• Qualification to inspect the register of voters</li> <li>• Modes of inspection</li> <li>• Close of inspection</li> </ul> <p><b>Step 3:</b> Revert back to the flipcharts and allow the group to revisit the processes in inspection of register of voters.</p> <p><i>Instruction</i> : link participants responses to the flipchartst</p>	<p>PPT Voter Registration manual, Voter registration Quick Guide, flip charts, marker pens</p>
<p>Claims arising from Inspection of voters' register</p>	<p><b>Step 1:</b> Let the participants define a claim in Inspection of voters' register</p> <p><b>Step 2:</b> Ask participants to list steps in making a claim</p> <p>Facilitator to lead the participants using <i>PPT</i> on making, processing and appealing a claim</p>	<p>PPT Voter Registration manual, Voter registration Quick Guide, flip charts, marker pens</p>



	<p><b>Step 3:</b> Simulation on:</p> <ul style="list-style-type: none"> <li>• Making a claim</li> <li>• Processing claim</li> </ul> <p>Appeals against the rejection of a claim</p>	
Objections arising from Inspection of voters' register	<p><b>Step 1:</b> Ask participants the meaning of Objection in inspection of voters' register</p> <p><b>Step 2:</b> Ask participants to give reasons for objections in inspection of voters' register (<i>Note them down on a flipchart</i>)</p> <p><b>Step 3:</b> Display presentation <i>on</i> initiation of an objection, processing of an objection and changes made to the register arising from determination of objection</p> <p><b>Step 4:</b> Revert back to the flipcharts and allow the group to revisit the earlier discussions</p>	<p>PPT</p> <p>Voter Registration manual,</p> <p>Voter registration Quick Guide,</p> <p>flip charts,</p> <p>marker pens</p>
Conclusion	<p>Make a point by emphasizing that for citizens to exercise their democratic rights to vote, inspection of voters' register must be done to ensure that it is comprehensive and accurate.</p>	

## CHAPTER SEVEN: PRODUCTION OF THE PRINCIPAL REGISTER

### 7.1 Key Understanding: I. Principal Register of voters enables verification of the eligibility of a voter to vote in an election

#### **Learning Outcomes**

1. The ability to identify the key parts and contents of the principal register of voters
2. The ability to state qualities of a good register
3. The ability to describe the process of compiling, certification and custody of the principal register

#### **Assessment Criteria**

1. List parts and contents of the principal register of voters'
2. Describe the qualities of a good principal register
3. Outline the process of compiling, certification and custody of the Principal register

Topic	Description	Resources
Introduction to Principal register	<p><b>Step 1:</b> Ask the participants what they understand by the Principal Register</p> <p><b>Step 2:</b> Ask participants to outline parts and contents of a Principal Register</p> <p><i>(Note them down on a flipchart)</i></p> <p>PPT on definition, parts and contents of Principal Register</p> <p><b>Step 3:</b> Review flipcharts on definition, parts and contents of the Principal Register</p>	<p>PPT</p> <p>Voter Registration manual Chapter 6, Voter registration Quick Guide, flip charts, marker pens</p> <p>Sample register of voters'</p>

Qualities of a good Principal Register	<p><b>Step 1:</b> Ask the participants to list qualities of a good register of voters' (<i>Note them down on a flipchart</i>) PPT on qualities of a good Principal Register of voters'</p> <p><b>Step 2:</b> Review participants discussions on flipcharts on qualities of a good Principal Register of voters'</p>	<p>PPT</p> <p>Voter Registration manual Chapter 6, Voter registration Quick Guide, flip charts, marker pens</p>
Compilation of the Principal Register	<p><b>Step 1:</b> Ask the participants to describe the process of compilation of a Principal Register of voters' (<i>Note them down on a flipchart</i>)  PPT on compilation of Principal Register of voters'</p> <p><b>Step 2:</b> Revisit flipcharts on compilation of the Principal Register voters'</p>	<p>PPT</p> <p>Voter Registration manual Chapter 6, Voter registration Quick Guide, flip charts, marker pens</p>
Certification, distribution, storage and maintenance of the Principal Register	<p><b>Step 1:</b> Participants to meaning and process of Certification, distribution, storage and maintenance of Principal Register of voters' (<i>Note them down on a flipchart</i>)  PPT on certification, distribution, storage</p>	<p>PPT</p> <p>Voter Registration manual Chapter, Voter registration Quick Guide, flip charts, marker pens</p>

	<p>and maintenance of the Principal Register voters'</p> <p><b>Step 2:</b> Review flipcharts on certification, distribution, storage and maintenance of the Principal Register of voters'</p>	
Conclusion	<p>Make a point by emphasizing that for citizens to exercise their democratic rights to vote, the Principal register of voters' must be of good quality compiled certified, distributed to respective electoral areas for custody and maintenance to enhance the credibility and legitimacy of voting</p>	

## CHAPTER EIGHT: STAKEHOLDERS' ENGAGEMENT

### 8.1 Key Understanding: There are many stakeholders in the electoral process with different roles & Responsibilities

#### Learning Outcomes

1. The ability to identify stakeholders in the electoral process
2. The ability to examine stakeholder roles and responsibilities

#### Assessment Criteria

1. Identify the stakeholders in the electoral process
2. Discuss the responsibilities of each stakeholder group
3. Determine the needs of each stakeholder group

Topic	Description	Resources
<b>Introduction Stakeholder Engagement</b>  (10 min)	<p><b>Step 1:</b> Ask the participants to define the term 'stakeholder'</p> <p><b>Step 2:</b> Ask participants to name different stakeholders in the voter registration process. Note them down on a flipchart.</p> <p>Show presentation "Types of Stakeholders". The presentation includes definition and explanations of different roles of stakeholders. Primary stakeholders are individuals and organisations that are directly affected by or have direct effect on the process. This group includes registered voters, political parties, candidates, executive government (information, security, and transport), legislature, The Commission as an organisation and registration staff,</p>	<p>PPT 7</p> <p>Voter Registration manual Chapter 7</p>

	<p>contractors, supervisory bodies, judiciary, media, observers and monitors, civil society, donors, suppliers.</p> <p>Secondary stakeholders have an interest in the process, but have no particular role / effect in the process. They include the whole public even if they are not eligible to vote, academia, research institutes, international and regional organizations.</p> <p><b>Step 3:</b> Revert back to the flipcharts and allow the group to revisit the stakeholders. Ask the group to add stakeholders they did not name them before.</p> <p>Ask the participants about the reason why some of the stakeholders were not mentioned at step 1 and discuss the importance of the stakeholders which were newly added.</p> <p><b>Make your point:</b> Voter registration is a service to all people of a country including women and representatives of minority groups</p>	
<p><b>Activity 2: Working with Stakeholders</b></p> <p><b>(10 min)</b></p>	<p><b>Step 1:</b> Ask the participants to name stakeholders that they are likely to interact with frequently during registration.</p> <p><b>Step 2:</b> Divide participants into groups equivalent to the named stakeholders.</p>	<p>Flip chart, marker pens, masking tape</p> <p>PPT 7</p>

	<p><b>Step 3:</b> Each group will write down the best way they think they would engage with a stakeholder they are likely to meet during registration on a flip chart.</p> <p><b>Step 4:</b> Ask the spokesperson of each group to present their findings and give space for discussion.</p> <p><b>Make your point:</b> Honesty and transparency is crucial when dealing with Stakeholders. As a Commission staff you should:</p> <ul style="list-style-type: none"> <li>• Observe two way communications with stakeholders</li> <li>• Be sensitive to stakeholders needs and concerns</li> <li>• Treat all stakeholders equitably</li> <li>• Act transparently</li> <li>• Maintain highest standards of ethics</li> </ul> <p>Refer to the RO if unable to address the needs of any of the stakeholders</p>	
<p><b>Conclusion</b></p> <p><b>Activity 3</b></p> <p>(5 min)</p>	<p><b>Summarise (Ball toss)</b></p> <p>Provide a ball for participant to throw to each other. Each person who catches the ball states one stakeholder, their roles and how to handle that stakeholder.</p>	<p>PPT &amp; Ball</p>

## 8.2 Key Messages

- Stakeholders are those individuals, groups and organizations that have an interest or 'stake' in the commission's operations. They can be classified as primary or secondary stakeholders.
- Stakeholders that are most likely to be met during registration are political parties, agents, media, citizens and observers
- They are either state or non state actors
- They are broadly classified into primary and secondary stakeholders
- Honesty and transparency is crucial when dealing with Stakeholders.
- As a Commission staff you should:
  - Observe two way communication with stakeholders
  - Be sensitive to stakeholders needs and concerns
  - Treat all stakeholders equitably
  - Act transparently
  - Maintain highest standards of ethics
  - Refer to the RO if unable to address the needs of any of the stakeholders





## APPENDICES

### Code of Conduct for Registration Officials

#### Impartiality and independence of members

1. (i) Every member and employee of the Commission shall impartially and independently perform the functions of the Commission in good faith and without fear, favour or prejudice, and without influence from—

- (a) any arm of the Government;
- (b) any State officer;
- (c) any public officer;
- (d) any political party;
- (e) candidate participating in an election; or
- (f) any other person, authority or organization.

1. (ii) The provisions of subparagraph

(1) shall apply without prejudice to the principle of public participation and requirement for consultation with all stakeholders.

#### Independence from political or public office

2. (i) A member or employee of the Commission shall not, during tenure of office be eligible for:

- (a) appointment or nomination to a political office; or
- (b) appointment to another public office.

(ii) A member of the Commission may not—

(a) whether directly or indirectly, in any manner support or oppose any party or candidate participating in an election or any side participating in a referendum, or any of the issues in contention between parties, candidates or sides;

(b) make private use of or profit from any confidential information gained as a result of being a member of the Commission; or

(c) divulge any information to any third party, save in the course of official duty.

#### Disclosure of conflicting interests

3. (1) If a member or an employee is directly or indirectly interested in any contract, proposed contract or other matter before the Commission and is present at any meeting of the Commission at which the contract, proposed contract or other matter is the subject of consideration, the member or employee shall, at the meeting and as soon as practicable after the commencement thereof, disclose the fact and shall not take part in the consideration or discussion of, or vote on, any questions with respect to the contract or other matter or be counted in the

quorum of the meeting during consideration of the matter.

(2) A member or employee whose personal interest conflicts with their official duties shall—

(a) in writing, declare the personal interests to their supervisor or other appropriate person or body and comply with any directions given to avoid the conflict; and

(b) refrain from participating in any deliberations with respect to the matter.

### Professionalism

4. A member or employee of the Commission shall—

(a) perform their duties in a manner that maintains public confidence in the Commission;

(b) treat the public and colleagues with courtesy and respect;

(c) discharge all their duties in a professional, timely and efficient manner and in line with the rule of law; and

(d) respect the rights and freedom of all persons that he may interact with.

### Improper enrichment

5. A member or employee of the Commission shall not—

(a) use their office or organization to improperly enrich themselves or others;

(b) accept or request gifts or favours from any person who may have a commercial interest with the Commission or any other interest that may be affected by the normal business of the Commission; or

(c) use information that is acquired during the course of their duties or connected to their duties for their benefit or for the benefit of others.

### Integrity in private affairs

6. A member or employee shall conduct their private affairs in a manner that maintains public confidence in the integrity of their office and the Commission as a whole and shall—

(a) not evade paying taxes;

(b) not neglect their financial obligations;

(c) submit an annual declaration of their income, assets and liabilities to the Commission responsible for such declarations from public officers;

(d) not engage in political activity that may compromise or be seen to compromise the neutrality of their office, or the Commission; and

(e) not preside over or play a central role in the organization of a fundraising activity.

### **Sexual harassment**

7. A member or employee shall not sexually harass a member of the public or colleague.

Sexual harassment includes—

- (a) making a request or exerting pressure for sexual activity or favours;
- (b) making intentional or careless physical contact that is sexual in nature; or
- (c) making gestures, jokes or comments, including innuendoes regarding another person's sexuality.

### **Nepotism**

8. A member or employee shall not practice favouritism on the grounds of tribe, race, kin, culture, sex or acquaintance or otherwise in performance of their duties.

### **Privileged information and security of interests of the State**

9. A member or employee shall—

- (a) not act for foreigners in a manner detrimental to the security interest of Kenya; and
- (b) safeguard privileged information that comes into their possession and protect it from improper or inadvertent disclosure.

### **Application of the Public Officers Ethics Act**

10. This code is in addition to the provisions of the Public Officers Act and where there is a conflict between the Code and the Act, the provisions of the Act shall prevail.

### **Breach of the Code**

11. Any breach of the Code by a member or an officer of the Commission shall be treated as misbehavior for a member and misconduct for an officer.

**Declaration:**

I.....ID No.....

having been trained and appointed to work as a registration official for purposes of registering voters do hereby agree to abide by the prescribed Code of Conduct that I have read/has been read to me. I further understand that any breach of this Code shall be treated as misconduct and may attract legal sanctions and / or cancellation of my contract with the Commission.

Name.....

Designation.....Phone No.....

Email.....Constituency.....

County Assembly Ward.....

Signature.....

Date.....

## Statutory Forms



### FORM A

(r. 8)

#### APPLICATION FOR REGISTRATION AS A VOTER

To the Registration Officer .....

Constituency.....County.....

Ward.....Registration centre.....

Surname .....Other names.....

Identity card no./Kenyan passport no:.....

Date of birth .....Sex.....

Residential address .....

Contact Telephone.....

Postal address .....

Email .....

Disability (if any) .....

Whether you will require to be assisted by any one during voting.....

I, the above named applicant, hereby apply to be registered in the Principal Register of Voters in accordance to the Constitution and the Elections Act.

#### Declaration

I .....declare that at the date of this application:

(i) I am qualified to be, and not disqualified from being, registered as a voter under the law in respect of the classes of election for which I now apply for registration.

(ii) I am in possession of a national identity card or Kenyan passport with the number indicated in this application.

(iii) The particulars entered on this Form or submitted to the Commission (which I have entered, read or have had read to me) are true to the best of my knowledge.

Dated .....20 .....

Signature or thumbprint of applicant.....

Witnessed by: .....

*Registration Officer/Assistant Registration Officer*

*Official stamp*



**FORM B**

**(r. 12) (1))**

**CERTIFICATION OF REGISTER OF VOTERS**

I hereby certify the document or documents described as follows as the Principal  
Registers of Voters or part of components of the register relating to the.....  
Ward .....Constituency.....County.....  
Dated the.....20 .....  
Registration Officer.....  
Constituency.....



## FORM C

(r. 14 (3))

### APPLICATION TO CHANGE PARTICULARS OF REGISTRATION

I, (the applicant), am registered in the register of voters as follows—

Name of Constituency.....

Constituency code.....

Name of Ward.....

Ward code.....

Name of Registration centre.....

Registration centre code.....

Surname .....Other Name(s).....

Identity card/Kenyan passport number.....expiry date.....

Telephone number.....

I wish to change the particulars of my registration as follows:

Surname.....Other names.....

Identity card/Kenya passport number.....

Voter's number.....Sex .....

Date of birth.....

Dated: ..... 20.....

Signature or thumbprint of applicant.....

Witnessed by.....

*Registration Officer/Assistant Registration Officer*

*Official stamp*

**FORM D****(r.14 (4))**

### **APPLICATION FOR TRANSFER OF REGISTRATION IN WHICH A PERSON IS REGISTERED**

Current Constituency.....

Surname..... Other Name(s).....

Identity card No./Kenyan passport No:.....

Date of birth ..... Sex.....

Residential address.....

Contact Telephone.....

Postal address.....

Tel: ..... Email: .....

I, the applicant, am registered in the register of voters for the constituency noted above. I wish to be registered in the register of voters for the following:

New Constituency.....

County Assembly Ward.....

New Polling Station.....

Contact (postal) address.....

Physical address.....

Telephone.....

Dated.....20.....

Signature or thumbprint of the applicant.....

Witnessed by.....

*Registration Officer/Assistant Registration Officer**(Official stamp)*





**FORM E**

**(r. 16(2))**

**VOTER'S ACKNOWLEDGEMENT SLIP**

Electors No.....

Elector's Full Names.....

Voter's Identity Card / Kenyan Passport Number: .....

Identity Card Serial No.....

Constituency.....

County.....

Ward: .....

Polling Station.....

Voter is entitled to vote in Presidential/Parliamentary/County/Ward/Referenda

Note: You must produce your identity card or valid Kenyan passport in order to vote.

You are not entitled to vote unless your name appears in the register of voters.

**FORM F****(r.18)****CLAIM UNDER SECTION 12 OF THE ELECTIONS ACT**

To the Registration Officer ..... Constituency

Particulars of claimant.....

Surname.....Other Name(s).....

Identity Card Number / Kenyan Passport Number.....

Physical Address.....

Postal Address.....

Telephone.....Email.....

I.....the claimant, applied to

be registered in the register of voters but have not been so registered. I hereby make a claim under section 12 of the Act to be registered.

Dated.....20.....

Signature or thumbprint of Claimant.....



**FORM G**

**(r. 27(4))**

**NOTICE—REGISTER OF VOTERS TO BE REVISED**

NOTICE is hereby given that the Principal Register of Voters/part of the Principal Register of Voters relating to..... will be open for inspection for .....days.

The purpose of the inspection shall be to—

- (a) ensure that no person is incorrectly registered;
- (b) ensure that no person is registered more than once;
- (c) ensure that no registered person is omitted from the register;
- (d) ensure that no deceased person is in the register; and
- (e) to correct clerical errors.

Inspection may be made on or after ..... 20 ..... but not later than ..... 20.....

Inspection may be made at the places listed in the Schedule to this notice. If a place listed in the Schedule is closed before the last day for inspection, a notice will be posted at that place indicating the other places where applications may be made.

Forms for application may be obtained at any place of registration, while it is open.

**SCHEDULE**

**PLACES WHERE APPLICATION MAY BE MADE**

1. ....
2. ....
3. ....

Dated the ..... 20.....

Chairperson

Independent Electoral and Boundaries Commission

(Official stamp)

**FORM H****(r. 30 (3))****NOTICE—REGISTER OF VOTERS TO BE REPLACED**

NOTICE is hereby given that a new register of voters will be compiled for the following constituency / county / ward: .....

All persons who wish to be registered as voters should apply.

Applications may be made on or after.....20.....but not later than ....20.....

Applications may be made at the places listed in the Schedule to this notice.

If a place listed in the Schedule is closed before the last day for making applications, a notice will be posted at that place indicating the other places where application may be made.

NB: Take note that registration shall be done where one wishes to vote.

Any person who wishes to vote in any other place other than where he or she is registered shall apply at the nearest constituency office.

**SCHEDULE****PLACES WHERE APPLICATIONS MAY BE MADE**

1. ....
2. ....
3. ....

Dated the ..... 20 .....

Chairperson

Independent Electoral and Boundaries Commission

(Official stamp)



**FORM I**

**(r. 33 (1)(b))**

**NOTICE OF AVAILABILITY OF REGISTER FOR INSPECTION**

Date of posting notice: .....

NOTICE is hereby given that the new preliminary register of voters for the.....  
 .....Constituency has been completed and is  
 available for inspection for .....days. The register may be  
 inspected at the places listed in the Schedule.

How to make a claim:

A person who claims that he or she should be included in the register may make a claim  
 to the registration officer within the period prescribed for inspection.

The claim must be made in the prescribed Form.

How to make an objection:

A person who is registered and who wishes to object to his or her own registration or  
 the registration of another may make an objection within the period prescribed for  
 inspection.

A person who is registered and who wishes to object to a claim of another may make  
 an objection to the Court within the prescribed inspection period after the claim was posted.

An objection must be made in the prescribed form.

Dated the ..... 20 .....

Registration Officer.....

(Official stamp)

**SCHEDULE:**

Places where register may be inspected:

1. ....
2. ....
3. ....

**FORM J****(r. 35)**

## **APPLICATION FOR REGISTRATION BY A KENYAN CITIZEN RESIDING OUTSIDE KENYA**

Surname.....Other Name(s).....

Passport Number.....Date of issue.....

Place of issue.....Passport expiry date.....

ID Number.....Date of issue.....

Place of issue.....Date of birth .....

**CITIZENSHIP:**

Country of Birth.....Citizen by birth/ registration.....

If by registration, date of registration (dd mm yyyy).....

Country of Residence.....

Physical Address.....

Contact Address.....

(a) Telephone (country code, Phone number) .....

(b) Email.....

(c) Postal Address.....

**APPLICANT'S LAST RESIDENCE IN KENYA**

(a) Constituency.....

(b) Ward.....

(c) Address.....

(d) Cell phone number.....

**DURATION OF STAY IN COUNTRY OF RESIDENCE**

Years.....Months.....Days.....

DISABILITY (if any) .....

Indicate whether you will require to be assisted by any one during voting .....

I, the applicant, hereby apply to be registered in the register of voters for the following: (a) Presidential election and (b) Referenda

## DECLARATION

I declare that:

- (i) I am qualified to be, and not disqualified from being, registered as a voter under the Law in respect of the class or classes of election for which I now apply for registration.
- (ii) I am in possession of a valid Kenyan passport with the number indicated in this Application Form.
- (iii) The particulars entered on this form (which I have entered, read or have been read to me) are in every respect true and correct.

Dated: ..... 20 .....

Signature or thumbprint of Applicant

Declared before me: .....

Registration Officer/Assistant Registration Officer

(Official Stamp)

## SCHEDULE

Places where application may be made:

- 1.....
- 2.....
- 3.....



**Form 2**

(r. 7(2) )

**INITIATION OF A COMPLAINT**

Registration in .....County/ Constituency/  
Ward The Complaint of .....Complainant(s) state  
that the registration was improper due to (state the facts and grounds on which  
the complainant(s) rely). Wherefore Complainant(s) pray that .....  
.....does not qualify to be registered  
and that the registration was void (or as the case may be).  
Dated .....20..... (Signed).....



## Administrative Forms



### Form IEBC 3 (a)

#### Notice of BVR Kit Movement Schedule

Constituency .....County Assembly Ward.....

This is to inform the general public, especially potential eligible applicants for registration as voters, that the Biometric Voter Registration Kit will be availed for registration of voters within .....Ward as follows:

Date	Day	Venue	Time

You only need an original copy of your national ID or a valid Kenyan passport in order to register as a voter.

Signed: ..... (RO/ARO/VRA)

Date: .....Official Stamp: .....



### Form IEBC 3(b)

#### Materials Issuance and Retrieval Template

Region ..... Constituency .....

Ward ..... Registration Station.....

The Registration Officer will need the following registration materials for each of the Registration Stations before commencement of the exercise:

No	Items Description	Units of issue	Quantity received	Quantity returned	Official Remarks
1	BVR Kit				
2	'Registration Officer' rubber stamp				
3	Duplicate rubber stamp				
4	File covers				
5	Fasteners				
6	Stamp pads				
7	Stamp pad ink				
8	A3 size and A4 size Envelopes -.				
9	Field Notebooks.				
10	Glue stick.				
11	Plastic rulers.				
12	Paperclips.				
13	Paper pins.				
14	Bulldog clips.				
15	Toners & cartridges				
16	Ballpoint pens -black or blue				
17	Sisal twine				
18	Printing paper A4.				

19	Stapler.				
20	Staple pins.				
21	Paper punch.				
22	Acknowledgement booklets				
23	Cold Laminating pouches.				
24	Finger print pads.				
25	Adhesive tape 1"x 50m				
26	Mutton cloth.				
27	Signs and Posters.				
28	Cotton tape.				
29	Badges.				
30	Marker Pens				
31	Hand soap				
32	Bottle of water				
33	Registration center banner				
34	Registration Center Reference Book				
35	Administrative forms				
36	Statutory Forms (A,C,D,J)				
37	Box File				
38	Two sets of external batteries				
39	A solar panel or standby portable generator				
40	Photo backdrop				
41	Plastic table				
42	Tent (and its accessories)				

Issued by: ..... Designation.....

Signature..... Date.....

Received by..... Designation.....

Signature..... Date.....

Verified by..... Designation.....

Signature..... Date.....



## Form IEBC 3(c)

### Data Export Form

#### Instructions:

This Form must be filled by the registration officer who is exporting the registration data: Data can either be exported into flash disk B Daily or Weekly.

Once the data is exported, flash disk B plus this Form must be taken to the Registration Officer for onward upload at the Regional site.

Region.....

Constituency.....

CountyAssembly Ward.....

Polling Station(s).....

Serial No of Data Export Flash B.....

Date of Data Export ..... Time.....

Number of Voters exported.....

Name of the officer exporting.....

Date..... Signature.....

Name of the uploading officer.....

Date..... Signature.....



## Form IEBC 3 (d)

### Inspection of Materials Control Sheet

Region ..... Constituency .....

Ward ..... Inspection Station.....

The following materials will be needed by the Registration Officer for the purposes of inspecting the Voters' Register in an electoral area:

No	Items Description	Units of issue	Quantity received	Quantity returned	Official Remarks
1	Preliminary Printed Register of Voters				
2	Preliminary Electronic Register of Voters (EVID)				
3	Registration Center Reference Book				
4	Form G (notice of register of voters to be revised)				
5	Form I (Notice of availability of register for inspection)				
6	Form F(Applications for Claims)				
7	Form C (Application to change particulars of registration; only used during CVR)				
8	Form D (Application for transfer of registration; only used during inspection outside election periods)				
9	Form 2 (Rules and procedures for settlement of electoral disputes - For initiation of a complaint on registration)				
10	Blue/Black ball point pens				

Issued by: .....	Designation.....
Signature.....	Date.....

Received by.....	Designation.....
Signature.....	Date.....



## Form IEBC 3 (e)

### Summary Accounting Sheet (SAF)

By the end of Registration/Inspection exercise, every registration officer/assistant must account for all the items issued to them.

No	Description of materials	Units of issue	Quantity issued	Quantity retrieved
1	BVR Kit			
2	'Registration Officer' rubber stamp			
3	Duplicate rubber stamp			
4	File covers			
5	Fasteners			
6	Stamp pads			
7	Stamp pad ink			
8	A3 size and A4 size Envelopes			
9	Field Notebooks.			
10	Glue stick.			
11	Plastic rulers.			
12	Paperclips.			
13	Paper pins.			
14	Bulldog clips.			
15	Toners & cartridges			
16	Ballpoint pens -black or blue			
17	Sisal twine			
18	Printing paper A4.			
19	Stapler.			
20	Staple pins.			
21	Paper punch.			
22	Acknowledgement booklets			

23	Cold Laminating pouches.			
24	Finger print pads.			
25	Adhesive tape 1"x 50m			
26	Mutton cloth.			
27	Signs and Posters.			
28	Cotton tape.			
29	Badges.			
30	Marker Pens			
31	Hand soap			
32	Bottle of water			
33	Registration center banner			
34	Registration Center Reference Book			
35	Administrative forms/templates			
36	Statutory Forms (A,C,D,E,J)			
37	Box File			
38	Preliminary Printed Register of Voters			
39	Preliminary Electronic Register of Voters (EVID)			
40	Registration Center Reference Book			
41	Form G			
42	Form I			
43	Form F(Applications for Claims)			
44	Form C			
45	Form D			
46	Form 2			

Constituency.....

Ward.....

Name.....

Signature.....

Date.....





## Form IEBC 3 (f)

### Distribution Of Acknowledgement Slips

County: ..... Code: .....

Constituency..... Code: .....

Date: .....

No.	NAME OF VRA	CAW	SERIAL NUMBER		TOTAL
			FROM	TO	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					



## FORM IEBC - 3(g)

### Daily Returns By Voter Registration Assistants To Registration Officer

Dispatch of voter registration returns Date .....

Dispatch number .....

File in duplicate: One for the Constituency Registration Officer and One for yourself

To: Constituency Elections Coordinator.....

constituency .....

From: Voter Registration Assistant for the following registration centers:-

Registration center	Application for registration forms (Form A)			Acknowledgement slips for voter registration			Remarks
	Used	Cancelled	Valid	Used	Cancelled	valid	
1.							
2.							
3.							
4.							
5.							
6.							
7.							

### Serial number of cancelled application Forms and Slips

No.	Forms	Slips

**PART B**

**Acknowledgement Of Receipt**

Remarks (if any).....

.....

.....

.....

.....

.....

.....

.....

Signature and stamp.....

REGISTRATION OFFICER/DEPUTY REGISTRATION OFFICER

## TECHNICAL TEAM ON THE DEVELOPMENT OF THE VOTER REGISTRATION MANUAL, REVIEW OF VOTER REGISTRATION QUICK GUIDE AND FACILITATORS' GUIDE

	NAME	DESIGNATION
1	BETTY NYABUTO	DEPUTY COMMISSION SECRETARY – OPERATIONS
2	IMMACULATE KASSAIT	DIRECTOR, VOTER REGISTRATION & ELECTORAL OPERATIONS
3	ANN NDERITU	MANAGER, ELECTORAL TRAINING
4	DR. SIDNEY NAMULUNGU	MANAGER, VOTER REGISTRATION
5	KAMWATI MWAURA	MANAGER, ELECTORAL OPERATIONS & FIELD SERVICES
6	DR. COLLINS ODOTE	CONSULTANT / FACILITATOR
7	CHRISPINE OWIYE	MANAGER, INVESTIGATION & PROSECUTION
8	SALOME OYUGI	MANAGER, POLITICAL PARTIES LIAISON & CAMPAIGN FINANCING
9	PATRICK ODAME	REGIONAL ELECTIONS CO-ORDINATOR -BUNGOMA
10	DAVID TOWETT	REGIONAL ELECTIONS CO-ORDINATOR - CENTRAL RIFT
11	NANCY KARIUKI	REGIONAL ELECTIONS CO-ORDINATOR - LOWER CENTRAL - THIKA
12	ALBERT GOGO	REGIONAL ELECTIONS CO-ORDINATOR - SOUTH COAST

13	CHARLES MAINA	CONSTITUENCY ELECTIONS CO-ORDINATOR- MATHIRA
14	ROSELYNE A. ONYANGO	CONSTITUENCY ELECTIONS CO-ORDINATOR- NAIVASHA
15	PETER RESA	CONSTITUENCY ELECTIONS CO-ORDINATOR - KABONDO- KASIPUL
16	JOHN COX LORIONOKOU	CONSTITUENCY ELECTIONS CO-ORDINATOR- KAPENGURIA
17	HABIBA HALIMA	CONSTITUENCY ELECTIONS CO-ORDINATOR - ISIOLO
18	AGNES MUTISYA	CONSTITUENCY ELECTIONS CO-ORDINATOR -MASINGA
19	JACQUELINE OSIEMO	CONSTITUENCY ELECTIONS CO-ORDINATOR - BOBASI
20	AMOS OBONYO	CONSTITUENCY ELECTIONS CO-ORDINATOR - AWENDO
21	MOHAMED ARESS	CONSTITUENCY ELECTIONS CO-ORDINATOR – FAFI
22	JACKTONE NYONJE	CONSTITUENCY ELECTIONS CO-ORDINATOR – TESO NORTH
23	LAWRENCE BARASA	VOTER EDUCATION CO-ORDINATOR
24	ROSEMARY LEKASI	ADMINISTRATION CO-ORDINATOR
25	RONALD CHAMWADA	DATABASE ADMINISTRATOR
26	REBECCA WAHU	LEGAL OFFICER
27	BENJAMIN KIMWEI	VOTER REGISTRATION OFFICER
28	ABDIDAHIR MAALIM	VOTER REGISTRATION OFFICER
29	RONNEL ONCHAGWA	COMMUNICATIONS OFFICER



**INDEPENDENT ELECTORAL AND BOUNDARIES COMMISSION (IEBC)**

University Way, Anniversary Towers, 6th Floor,

P.O Box 45371 - 00100 Nairobi, Kenya

Phone: (+254) 020 - 2877000

Email: [info@iebc.or.ke](mailto:info@iebc.or.ke)

[facebook.com/IEBCKenya](https://facebook.com/IEBCKenya)

[@IEBCKenya](https://twitter.com/IEBCKenya)

 [www.iebc.or.ke](http://www.iebc.or.ke)